

Pre-Writing Checklist

Pre-Writing Checklist

Purpose

Why...
do you want to write your book?

- ☐ I want to tell a story
- ☐ I'm writing a report
- ☐ Just for fun
- ☐ Write your own reason:

Audience

Who...
do you want to read your book?

- ☐ Friend
- ☐ Parent
- ☐ Grandparent
- ☐ Brother
- ☐ Sister
- ☐ Teacher
- ☐ Librarian
- ☐ Others:

Pre-Writing Technique

Which...
technique would you like to use?

to determine your topic...

- ☐ Brainstorming
- ☐ Idea List

to think before you write...

- ☐ Picture Story
- ☐ Idea Chart
- ☐ Four Square W's
- ☐ Report
- ☐ Story Map
- ☐ Other:

Topic

What...
topic did you decide upon?
(Write in after you've finished pre-writing)

My Name Is:

Date:

Forms from Book-Write, a MicNik Publication.

Name: _____

Idea List

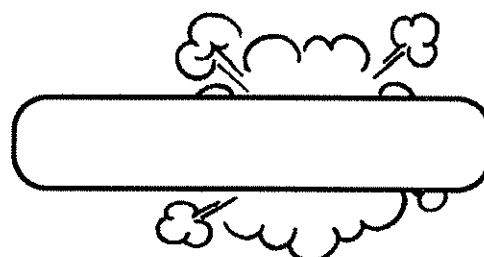
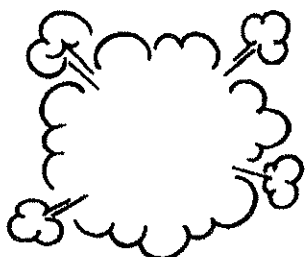
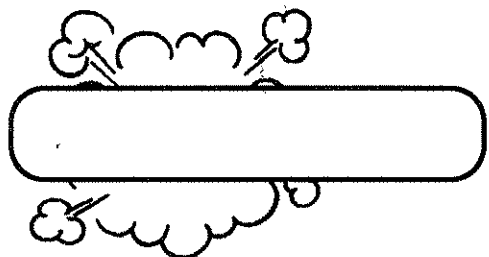
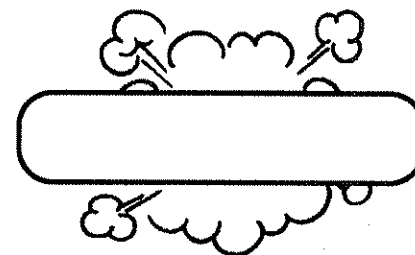
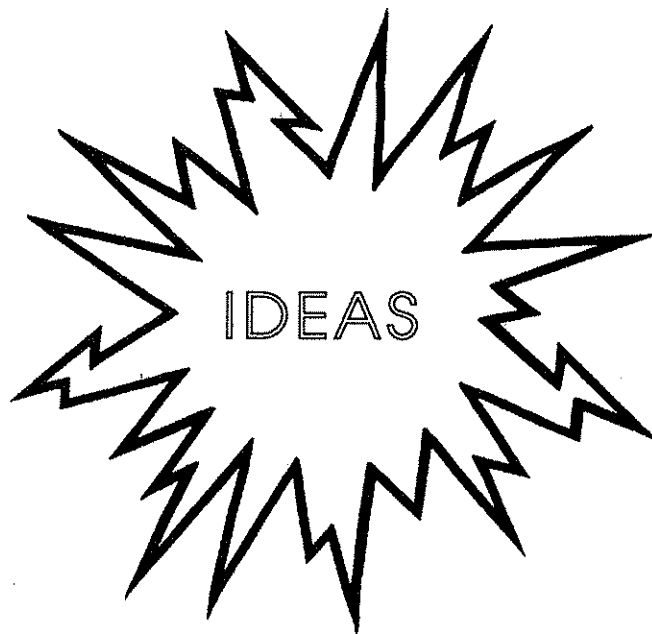
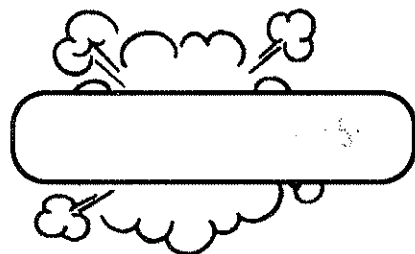
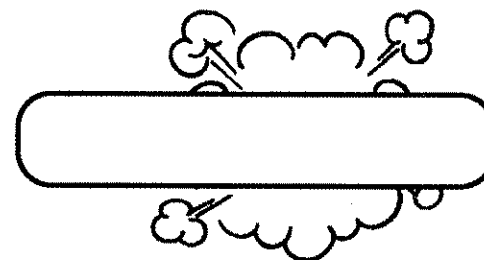
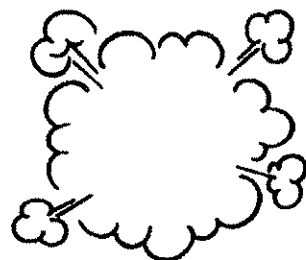
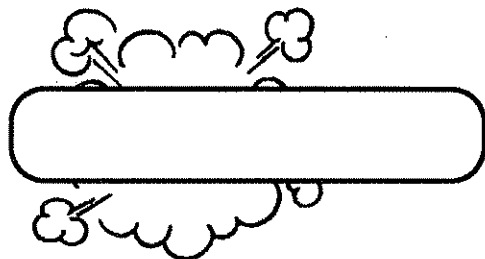


Things I want to write about

	Pre-Write	Draft	Revision	Edit	Publish

Brainstorming

Name: _____



Four Square W's Pre-Write

Name: _____

Topic



Who? Where?

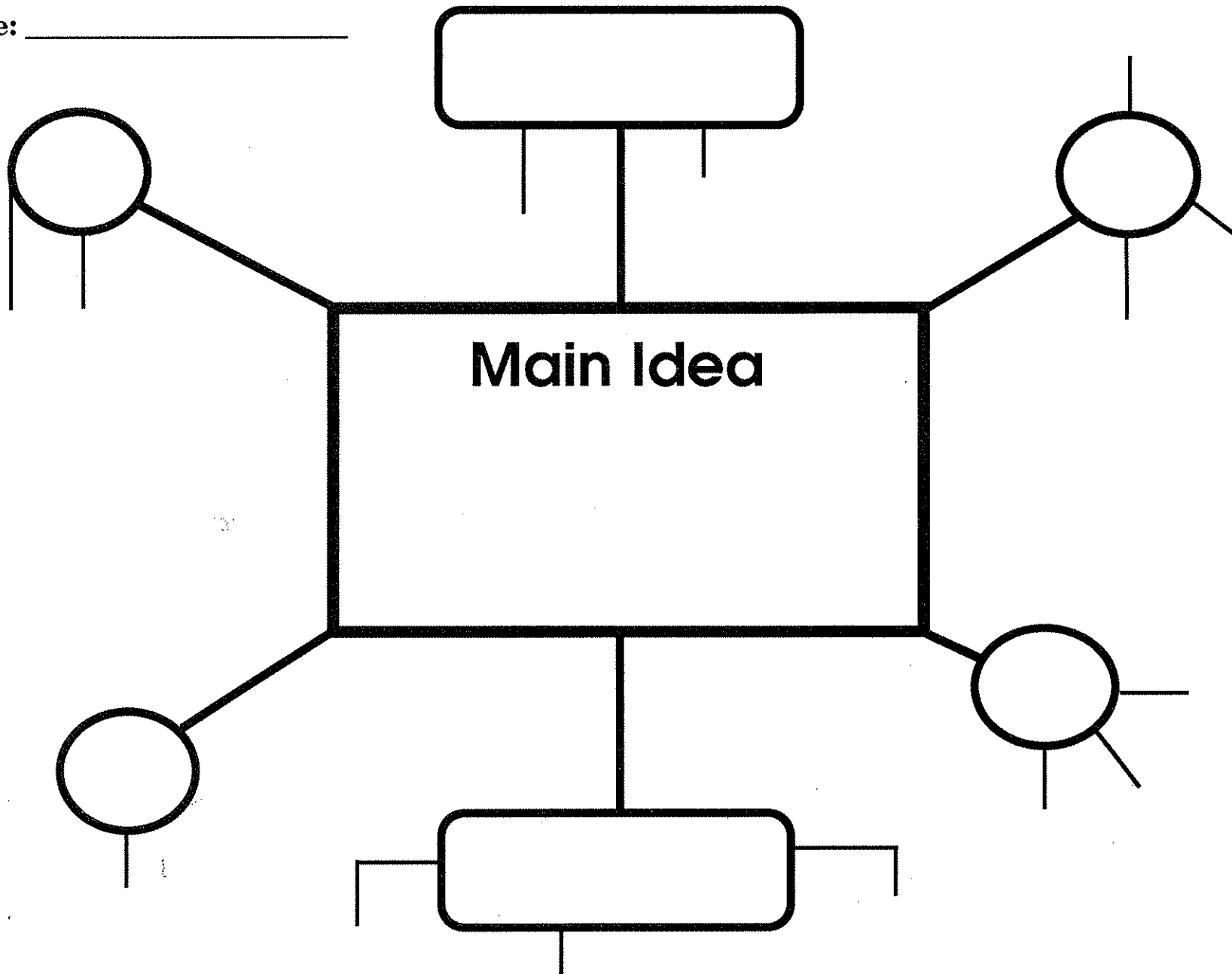
What happens first?

What happens next?

What is the ending?

Idea Chart Pre-Write

Name: _____



Story Map Pre-Write

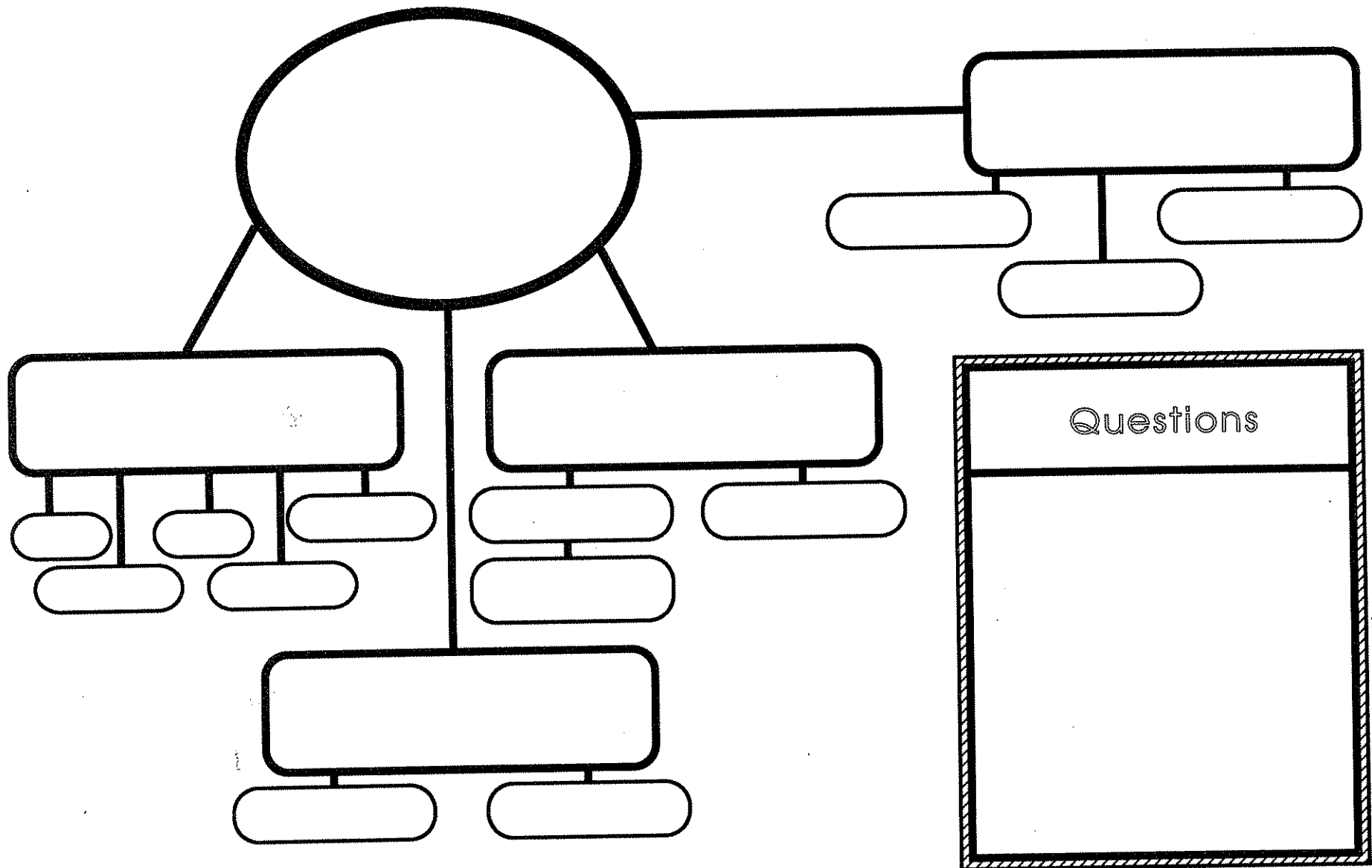
Name: _____

Story Topic: _____

<u>Main Character(s)</u>	Supporting Characters
	Supporting Characters
<u>Setting</u>	
<u>Plot</u>	
<u>Conclusion</u>	

Report Flow-Chart Pre-Write

Name: _____



Draft Checklist

Draft Checklist



Name _____

1. My topic from Pre-writing is

2. My audience is

My form of writing will be...

- | | |
|---------------------------------------|---------------------------------|
| <input type="radio"/> short story | <input type="radio"/> poetry |
| <input type="radio"/> journal writing | <input type="radio"/> play |
| <input type="radio"/> report | <input type="radio"/> biography |
| <input type="radio"/> fairy tale | |

My writing voice will be...

- | | |
|--|----------------------------------|
| <input type="radio"/> myself | <input type="radio"/> an alien |
| <input type="radio"/> a story character | <input type="radio"/> an object |
| <input type="radio"/> a famous person | <input type="radio"/> my teacher |
| <input type="radio"/> one of my parents | <input type="radio"/> a pet |
| <input type="radio"/> a person in the future | <input type="radio"/> other: |

Revision Checklist

6 STEP REVISION CHECKLIST



- ☐ 1. I took a writing break.
- ☐ 2. I read my draft out loud.
- ☐ 3. I thought about my audience and purpose.
- ☐ 4. I used my R.A.D. Writer Sheet.
- ☐ 5. My partner filled out the Reader R.A.P. Sheet for my draft.
- ☐ 6. I made some changes.

Writer's Name: _____

Revision Sheets



R.A.D. WRITER SHEET



Name: _____

Re-Place

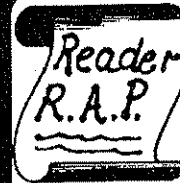
- ☐ a word in a better spot
- ☐ a sentence in a better spot
- ☐ a paragraph in a better spot

Add

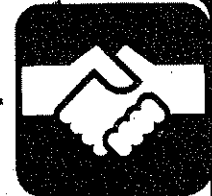
- ☐ any missing words
- ☐ any missing sentences
- ☐ more descriptive words

Delete

- ☐ repeated words
- ☐ words I don't need
- ☐ sentences I don't need



READER R.A.P. SHEET



Reader's Name _____

Writer's Name _____

Read

- ☐ I read your writing

Ask

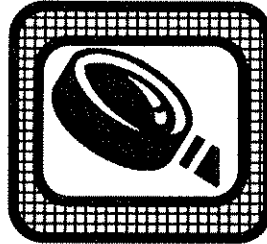
I'd like to know more about...

Point out

I really liked...

Editing Sheets

Editing Checklist



- ☐ 1. I re-read my draft.
- ☐ 2. I checked my spelling.
- ☐ 3. I capitalized: the first word in a sentence
the names of people
the important title words
- ☐ 4. I used punctuation marks: at the end of a sentence (. ? !)
where needed in a sentence
- ☐ 5. My partner checked my draft.
(using the editor sheet)
- ☐ 6. I made some changes.

Writer's Name: _____



EDITOR SHEET



Editor's Name _____

Writer's Name _____

Read

☐ I read your writing

Check

☐ I checked for spelling errors

☐ I checked for punctuation errors (. ! ?)

☐ I checked for capitalization errors:

Was the first word in each sentence capitalized?

Are names of people capitalized?

Are the important title words capitalized?

Comments:

Publishing Checklist

Publishing Checklist

Name: _____

Type of Book: ☐ accordion ☐ journal
☐ shape ☐ report
☐ pop-up ☐ can

My Title page will include:

- ☐ Title of my book
- ☐ My name
- ☐ Date of publication

My Dedication page will include:

- ☐ Who it's dedicated to
- ☐ Why it's dedicated to the person

My About the Author Page will include:

- ☐ My name
- ☐ My age
- ☐ Where I live
- ☐ Information about my family
- ☐ What I like to do (hobbies,sports)